CANADIAN RELATIONS SUPPORT PROGRAM (PARC)



**Guide to completing the application for financial assistance**

**Point 1 Project title**

Enter the title of the project using upper-case and lower-case letters, but no underlined or bold text. The title must be short and precise.

**Point 2 Project duration**

Indicate the start and end dates for the project. The maximum duration is one year.

**Point 3 Applicant organization**

Only one organization may manage the grant. The organizations eligible for the PARC are:

* non-profit organizations;
* educational institutions;
* research institutions;
* non-profit cooperatives.

The applicant must include the documents demonstrating its status.

**Point 4 Other organizations involved in the project**

Complete section 4 and provide information about each organization involved in the project.

For the Canadian Networks tier, the participation of at least one organization from Québec and one organization from another province or territory is mandatory.

**Point 5 Project description**

This section covers ten separate points.

**Point 5.1 Program tier**

Specify the tier for which the project is submitted:

**Tier 1: Expertise Exchange**: activities to promote exchanges between experts from Québec and those from elsewhere in Canada, held in Canada, including Québec, that contribute to the transfer of expertise between Québec and the other provinces and territories, and to the dissemination of expertise from Québec.

Projects for this tier can be submitted at any time during the year.

**Tier 2: Canadian Networks**: activities to create structures or networks for cooperation and exchange, and activities to promote discussions between citizens from Québec and from elsewhere in Canada.

For this tier, the SQRC establishes themes and issues one or more calls for projects based on those themes. Only project submitted in response to a call for projects will be considered.

**Point 5.2 Type of project**

Specify the type of project, as follows:

For Tier 1: Expertise Exchange

* Participation by Québec experts in symposiums, conferences, forums, and workshops in Canada, including in Québec;
* Sharing of expertise among peers involving a transfer of innovative practices from Québec to the other provinces and territories.

For Tier 2: Canadian Networks

* Creation or strengthening of pan-Canadian structures or networks for cooperation and exchange;
* Organization of forums, conferences, debates, workshops and summer schools to enable Quebecers and Canadians to discuss economic, political, social and cultural issues.

**Point 5.3 Relevance of the project to Canadian relations**

The general objective of the Program is to increase knowledge and understanding of Québec elsewhere in Canada by supporting the development of ties between Quebecers and other Canadians at the civil society level. In this section, explain briefly but in detail how your project will help achieve at least one of the specific objectives of the Canadian Relations Support Program, namely:

* promote dialogue between Québec’s civil society and those of the other provinces and territories;
* support exchanges and transfers of expertise between Québec and the other provinces and territories;
* encourage the implementation of joint projects between organizations of Québec and those of the other provinces and territories
* enhance the presence of Québec organizations within Canada.

To achieve the Program’s objectives, projects must contribute to better knowledge and understanding of Québec and the other provinces and territories, of their similarities and specificities, to increased collaboration between the societal sectors in Québec and elsewhere in Canada, or to sharing Québec’s expertise and points of view.

Your answer will determine your project’s eligibility for the Program. It is important to describe the need or problem your project will address, as well as the foreseeable benefits it will generate with respect to the objective or objectives concerned.

**Point 5.4 Project presentation**

Provide a brief but detailed description of your project, answering the following questions in particular:

* What is the project? (background, place, date, confirmation of the presence of participants from Québec and elsewhere in Canada);
* What is the goal of the project?
* For the Expertise Exchange tier, highlight Québec participation in the exchange of expertise activity or project (type of participation or exchange of expertise, number of Québec experts, name of each expert).

**Include all documents relevant to the application. For the Expertise Exchange tier, include the following documents:**

* **Proof of participation by Canadian experts and at least one Québec expert in the exchange of expertise activity or project (invitation letter, program for the event, request for the exchange of expertise, etc.);**
* **The CV of each Québec expert, detailing his or her position, professional title, experiences, and papers and publications, if any.**

**Point 5.5 Target audience**

Specify the profile of the audience targeted by the project and indicate how many people are targeted or will participate, their origin, etc.

**Point 5.6 Objectives**

Present the main project objectives.

**Point 5.7. Expected outcomes**

Present the main expected outcomes for the project and the means used to achieve them.

**Point 5.8 Relations between the organizations involved in the project**

Briefly explain the links between the various partners in the project and the preliminary steps taken by each partner (applicants’ experience in implementing this type of project and, where applicable, previous collaboration between the organizations involved in the project).

Explain how the project will help establish links between the partners and will help strengthen the links in the future. Indicate if this is a new collaboration.

**Point 5.9 Project implementation schedule**

Outline the timeframe for the project and its main implementation stages.

**Point 5.10 Communications plan**

Present the communications activities planned to promote the project and its Canadian relations dimension.

Present the visibility planned to publicize the SQRC contribution.

**Points 6 Budget**

Establish a provisional budget. Use the *Budget worksheet* (an Excel file available to download from the Program’s [webpage](https://www.sqrc.gouv.qc.ca/relations-canadiennes/programme-appui-rel-can/index-en.asp#formulaires)) and detail revenue and expenditure as precisely as possible. This second form should be submitted as an Excel file and will be used to calculate the eligible amounts. The justification for each expense must be indicated on the application form.

For guidance in completing the form, see the sections “Eligible expenses” and “Non-eligible expenses” on the [website.](https://www.sqrc.gouv.qc.ca/relations-canadiennes/programme-appui-rel-can/index-en.asp#depenses)

**INCLUDE THE DULY COMPLETED BUDGET WORKSHEET, IN EXCEL (NOT PDF), WITH YOUR APPLICATION.**

**Point 7 Undertaking by the applicant or applicants**

The heads of the organizations involved in the project must sign the form at the appropriate place. If more than two organizations are involved, a copy of the page should be added for each extra organization. For more information, see the general information for the [Program.](https://www.sqrc.gouv.qc.ca/relations-canadiennes/programme-appui-rel-can/index-en.asp#descprojet)

**CHECKLIST**

*Application* *form*, completed and signed

*Budget worksheet* form in Excel format (make sure you complete both tabs)

CV of each expert participating in the project

Supporting documents attesting to the status of your organization (letters patent, etc.)

Programme or agenda for the day of the event, if applicable and/or available

**Submit your application by E-mail to:**

[programme.relations-canadiennes@mce.gouv.qc.ca](mailto:programme.relations-canadiennes@mce.gouv.qc.ca)